

NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

miss

RFPS 30034901700042

CONTRACT NUMBER CS170042002	CONTRACT TITLE Alternatives to Abortion Program Services
AMENDMENT NUMBER Amendment #002	CONTRACT PERIOD July 1, 2017 through June 30, 2018
REQUISITION/REQUEST NUMBER NR 886 DFA18000005	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 80045589000/ MB00094272
CONTRACTOR NAME AND ADDRESS CATHOLIC CHARITIES OF SOUTHERN MISSOURI 424 EAST MONASTERY STREET SPRINGFIELD MO 65807	STATE AGENCY'S NAME AND ADDRESS Department of Social Services Division of Finance & Administration Svs 221 W High Street, Room 310, PO Box 1082 Jefferson City MO 65102-1082
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract CS170042002 is hereby amended pursuant to the attached amendment #002, dated 08/08/17.	
BUYER Julie Kleffner	BUYER CONTACT INFORMATION Email: julie.kleffner@oa.mo.gov Phone: (573) 751-7656 Fax: (573) 526-9816
SIGNATURE OF BUYER <i>Julie Kleffner</i>	DATE 8-22-17
DIRECTOR OF PURCHASING <i>Karen S. Boeger</i> Karen S. Boeger	



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 002
CONTRACT NO.: CS170042002
TITLE: Alternatives to Abortion Program Services
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

TO: CATHOLIC CHARITIES OF SOUTHERN MISSOURI
424 EAST MONASTERY STREET
SPRINGFIELD MO 65807

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

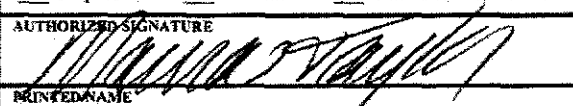
SCAN AND E-MAIL TO:	Julie.Kleffner@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME	MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)
Catholic Charities of Southern Missouri, Inc.	MB00094272
MAILING ADDRESS	
424 E Monastery St	
CITY, STATE, ZIP CODE	
Springfield, MO 65807	

CONTACT PERSON	EMAIL ADDRESS
Maura Taylor	mtaylor@ccsomo.org
PHONE NUMBER	FAX NUMBER
417-720-4213	417-720-4216
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
	8/8/17
PRINTED NAME	TITLE
Maura Taylor	Executive Director

AMENDMENT #002 TO CONTRACT CS1700420002**CONTRACT TITLE:** Alternatives to Abortion Program Services**CONTRACT PERIOD:** July 1, 2017 through June 30, 2018

The State of Missouri hereby exercises its option to renew the above-referenced contract and desires to amend the contract.

Effective July 1, 2017, the administrative responsibilities of the Alternatives to Abortion was transferred from the Office of Administration, Commissioner's Office to the Missouri Department of Social Services at the following address:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in italics below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 7	\$ <u>\$253,019.59</u> maximum annual total price (<i>\$253,019.59</i>)
Geographic Region 8	\$ <u>\$56,076.63</u> maximum annual total price (<i>\$56,076.63</i>)
Geographic Region 9	\$ <u>\$129,089.16</u> maximum annual total price (<i>\$129,089.16</i>)

The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

NOTE: The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

**Catholic Charities of Southern Missouri
Alternatives to Abortion Program Services
Proposed Budget FY 18
Region 7**

Maximum Annual Total Price	253,019.59
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<u>Indirect Admin Costs 10%</u>	22,579.05
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Direct Admin Costs

Program Salaries	141,500.41
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Employee Benefits	43,865.13
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Employee Travel	
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Employee Training	
-------------------	--

Office Rent/Space	30,000.00
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Office Utilities	9,400.00
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Facility Insurance	1,025.00
--------------------	----------

Office Supplies	
-----------------	--

Office Communications	
-----------------------	--

Office Repairs	
----------------	--

Total Direct	<u>225,790.54</u>
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Participant Services

Transportation	
----------------	--

Job Training	
--------------	--

Tuition Assistance	
--------------------	--

Contracted Residential Care	
-----------------------------	--

Utility Assistance	
--------------------	--

Emergency Shelter	
-------------------	--

Housing Assistance	
--------------------	--

Residential Care	<u>4,650.00</u>
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Total Participant	<u>4,650.00</u>
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Total	<u><u>253,019.59</u></u>
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ALTERNATIVES TO ABORTION PROGRAM SERVICES
JULY 1, 2017 THROUGH JUNE 30, 2018
BUDGET NARRATIVE
REGION 7

Overview

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 7 in the State of Missouri. Personnel assigned will consist of the LifeHouse Maternity Crisis Home staff located in Springfield, MO. This budget encompasses staff providing 24-hour coverage to the residents of LifeHouse, occupancy costs and residential care needs. Non-residential services are also available to be provided.

The budget request is limited to an average of 6-7 residents based on a \$115.15 per day or \$42,030 on an annual basis even though the participants in the residential program exceeds that average.

DIRECT ADMINISTRATIVE COSTS

Program Salaries and Wages: \$141,500.41

This represents approximately 47% of the total annual salaries and wages necessary to maintain 24-hour coverage of the LifeHouse operation. Positions included in total salaries/benefits: the LifeHouse Program Director, case management staff, nurse, counselor, live-in housemother, administrative assistant and PRN staff.

Fringe Benefits: \$43,865.13

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for salaries/benefits.

Office/rent space: \$30,000

LifeHouse offices and dormitory space is 60% of the square footage of the campus at 424 E Monastery in Springfield, which equates to \$2,500 per month.

Office utilities: \$9,400

Utilities for the 424 E Monastery campus are allocated based on square footage also, which is estimated low for the year.

Facility insurance: \$1,025

This is based on the property valuation of LifeHouse to the value of total property insured on an annual basis.

PARTICIPANT SERVICES

Residential care: \$4,650

LifeHouse receives other grants that reimburse generally for food, medical and other needs of the participants. The amount charged to the A2A program is for the estimated unfunded food and supplies for the year.

**Catholic Charities of Southern Missouri
Alternatives to Abortion Program Services
Proposed Budget FY 18
Region 8**

Maximum Annual Total Price 56,076.63

Indirect Admin Costs 10% 4,588.79

Direct Admin Costs

Program Salaries 19,921.11

Employee Benefits 9,141.74

Employee Travel 3,300.00

Employee Training

Office Rent/Space 1,800.00

Office Utilities 640.00

Facility Insurance 35.00

Office Supplies 150.00

Office Communications 1,300.00

Office Repairs

WKO 9,600.00

Total Direct 45,887.85

Participant Services

Transportation

Job Training

Tuition Assistance

Contracted Residential Care

Utility Assistance 300.00

Emergency Shelter 1,149.99

Housing Assistance 4,000.00

Other 150.00

Total Participant 5,599.99

Total 56,076.63

ALTERNATIVES TO ABORTION PROGRAM SERVICES
JULY 1, 2017 THROUGH JUNE 30, 2018
BUDGET NARRATIVE
REGION 8

Overview

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 8 in the State of Missouri. Personnel assigned will consist of staff assigned to the Van Buren office and for supervisory staff of that office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications and participant needs.

Staff allocation and direct assistance needs have been limited due to the reduced funding received for FY 18.

DIRECT ADMINISTRATIVE COSTS

Program Salaries and Wages: \$19,921.11

This is to fund a limited allocation for case management, administrative assistance and supervision of the program. Due to decreased funding for Region 8, the staff assigned to this region is in need of funding from other sources in order to assist with salaries and benefits while still providing the services under the A2A program.

Fringe Benefits: \$9,141.74

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

Employee Travel: \$3,300

This is for monthly mileage incurred by case management to serve participants in the rural spread out area of Region 8 and for travel for supervisory staff to the Van Buren office and to Springfield for A2A meetings.

Office Rent/Space: \$1,800

This represents 30% of annual rent paid for the Van Buren office.

Office Utilities: \$640

This represents 30% of estimated annual utilities for the Van Buren office.

Facility Insurance: \$35

This is based on the property valuation of the Van Buren office to the value of total property insured on an annual basis.

Office Supplies: \$150

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

Office Communications: \$1,300

This includes monthly cell phone service, office landline/internet and computer management based on staff percentages.

Whole Kids Outreach: \$9,600

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 8. This helps to further the outreach of the program.

PARTICIPANT SERVICES

Utility Assistance: \$300

Emergency Assistance: \$1,149.99

Housing Assistance: \$4,000

Other Assistance: \$150

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency assistance and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.

**Catholic Charities of Southern Missouri
Alternatives to Abortion Program Services
Proposed Budget FY 18
Region 9**

Maximum Annual Total Price 129,089.16

Indirect Admin Costs 10% 9,477.20

Direct Admin Costs

Program Salaries 51,585.49

Employee Benefits 20,251.47

Employee Travel 7,200.00

Employee Training

Office Rent/Space 1,245.00

Office Utilities 1,190.00

Facility Insurance 125.00

Office Supplies 230.00

Office Communications 1,920.00

Office Repairs

Meeting/outreach 150.00

Curriculum 2,875.00

WKO 8,000.00

Total Direct 94,771.96

Participant Services

Transportation

Job Training

Tuition Assistance

Contracted Residential Care

Utility Assistance 2,350.00

Emergency Shelter 3,000.00

Housing Assistance 17,000.00

Other 2,490.00

Total Participant 24,840.00

Total 129,089.16

ALTERNATIVES TO ABORTION PROGRAM SERVICES
JULY 1, 2017 THROUGH JUNE 30, 2018
BUDGET NARRATIVE
REGION 9

Overview

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 9 in the State of Missouri. Personnel assigned will consist of staff assigned to the Sikeston and Cape Girardeau offices and for supervisory staff located in the Cape Girardeau office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications, curriculum and participant needs.

DIRECT ADMINISTRATIVE COSTS

Program Salaries and Wages: \$51,585.49

This is to fund an allocation of case management staff, administrative assistance and for supervision of the program.

Fringe Benefits: \$20,251.47

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

Employee Travel: \$7,200

This is for monthly mileage incurred by case management to serve participants in Region 9 and for travel for supervisory staff for outreach and to Springfield for A2A meetings.

Office Rent/Space: \$1,245

This represents 33% of annual association fees paid for the Cape Girardeau-Broadway office.

Office Utilities: \$1,190

This represents 33% of estimated annual utilities for the Cape Girardeau-Broadway office.

Facility Insurance: \$125

This is based on the property valuation of the Cape Girardeau-Broadway office to the value of total property insured on an annual basis.

Office Supplies: \$230

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

Office Communications: \$1,920

This includes monthly cell phone service, office landline, office internet and computer management based on staff percentages.

Meeting/Outreach: \$150

This is for A2A presentations at meetings for representation of Region 9.

Curriculum: \$2,875

This is support and education materials for participants in the A2A program.

Whole Kids Outreach: \$8,000

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 9. This helps to further the outreach of the program.

PARTICIPANT SERVICES

Utility Assistance: \$2,350

Emergency Shelter: \$3,000

Housing Assistance: \$17,000

Other Assistance: \$2,490

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency shelter and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.

Reimbursement Request for Other Services

Subcontractor: _____

Date Enrolled _____

Reason for denying purchase: _____

Missouri Office of Administration

A2A Quarterly Expenditure Report

Agency: [Insert Agency Name]

Contract Number:

Program Year July 1, 2017 - June 30, 2018

Revenue

Revenue Request

Federal (TANF)

\$ -

Indirect Administrative Costs Calculations

Option 1: Federally Negotiated Indirect Cost Rate (FNICR)

Application Base:

\$ -

Federally Negotiated Indirect Cost Rate (FNICR): %

0.00%

Total Indirect Administrative Costs

\$ -

OR

Option 2: 10% De Minimus (use if no FNICR)

Application Base: Modified Total Direct Administrative Cost

\$ -

10%

Total Indirect Administrative Costs

\$ -

Direct Administrative Costs

Federal (TANF)

Program Salaries and Wages

\$ -

Employee Benefits

\$ -

Employee Travel

\$ -

Employee Training

\$ -

Office Rent/Space

\$ -

Office Utilities

\$ -

Facility Insurance

\$ -

Office Supplies (under \$5,000)

\$ -

Equipment (Capitol Equipment over \$5,000 threshold)

\$ -

Office Communications

\$ -

Office Repairs and Maintenance

\$ -

Contract/Consulting

\$ -

Other (list):

\$ -

(add other categories as needed)

\$ -

Total Direct Administrative Cost

\$ -

Less:

Equipment (Capital Equipment over the \$5,000 threshold)

0

Contracting/Consulting (amount of each contract service over \$25,000)

0

Other based on definition

0

Modified Total Direct Administrative Cost

\$ -

Participant Services

Federal (TANF)

Transportation

\$ -

Job Training

\$ -

Tuition Assistance

\$ -

Contracted Residential Care

\$ -

Utility Assistance

\$ -

Emergency Shelter

\$ -

Housing Assistance

\$ -

(add others as needed)

\$ -

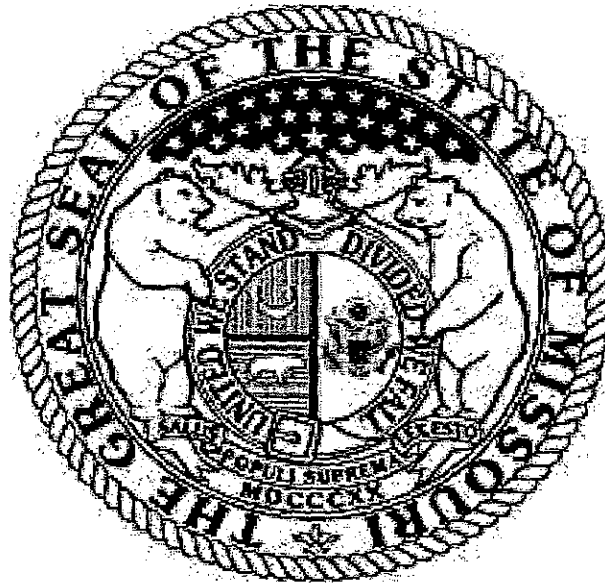
Total Participant Costs

\$ -

I hereby certify that the budget is taken from the original Books of Account and that budget amounts are valid and consistent with the terms of the contract.

Signature of Authorized Representative of [Insert Agency Name]

Date



State of Missouri
OFFICE OF ADMINISTRATION

Division of Purchasing
Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

Kleffner, Julie

From: Morrison, Mary Ann
Sent: Wednesday, August 16, 2017 3:53 PM
To: Kleffner, Julie
Subject: FW: CCSOMO signed contract and amendment 002
Attachments: CS170042002-002 (Catholic Charities of SOMO - FY18) APPROVED 8-16-17.pdf

Please see attached.
Thanks.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Benne, Joy
Sent: Wednesday, August 16, 2017 3:50 PM
To: Morrison, Mary Ann
Subject: FW: CCSOMO signed contract and amendment 002

Mary Ann,
Please find attached the amendment and "APPROVED" budget for Catholic Charities of Southern Missouri, Inc.

The original documents received contained an error on Region 7. The "Indirect Admin Costs 10%" was calculated incorrectly thus requiring revised documents for Region 7 to be received. The documents consisted of the budget breakdown and the budget narrative. All original documents are attached.

Thanks.

Joy E Benne, Fiscal Administrative Mgr.
Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

From: Morrison, Mary Ann
Sent: Tuesday, August 08, 2017 2:34 PM
To: Benne, Joy
Subject: FW: CCSOMO signed contract and amendment 002

Joy,

Please review the attached amendment for Catholic Charities and advise if acceptable.

Thanks.

Mary Ann Morrison, Procurement Officer II

DSS/DFAS

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: maryann.morrison@dss.mo.gov

From: Kleffner, Julie
Sent: Tuesday, August 08, 2017 2:26 PM
To: Morrison, Mary Ann
Subject: FW: CCSOMO signed contract and amendment 002

Please review and advise if acceptable to proceed

Julie Kleffner, CPPB
Division of Purchasing
Harry S Truman Bldg, Room 630
Post Office Box 809
Jefferson City MO 65102-0809
Phone: 573-751-7656
Fax: 573-526-9816

From: Maura Taylor [<mailto:mtaylor@ccsomo.org>]
Sent: Tuesday, August 08, 2017 12:58 PM
To: Kleffner, Julie <Julie.Kleffner@oa.mo.gov>; Laura Guy-Rice <lgrice@ccsomo.org>
Subject: CCSOMO signed contract and amendment 002

Julie
Attached is the signed document with budget projections and narrative.

Please confirm receipt.

Have a great day.

Maura

Maura Taylor
Executive Director
Catholic Charities of Southern Missouri
424 E. Monastery St. | Springfield, MO 65807
(417)720-4213 ext:104 cell (417)413-9790 | fax (417)720-4216



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING
CONTRACT RENEWAL

AMENDMENT NO.: 002
CONTRACT NO.: CS170042002
TITLE: Alternatives to Abortion Program Services
ISSUE DATE: 07/31/17

REQ NO.: NR 886 DFA18000005
BUYER: Julie Kleffner
PHONE NO.: (573) 751-7656
E-MAIL: Julie.Kleffner@oa.mo.gov

TO: CATHOLIC CHARITIES OF SOUTHERN MISSOURI
424 EAST MONASTERY STREET
SPRINGFIELD MO 65807

RETURN AMENDMENT BY NO LATER THAN: 08/14/17 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	Julie.Kleffner@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Social Services
Division of Finance and Administrative Services
221 W. High Street, Room 310
Post Office Box 1082
Jefferson City MO 65102-1082

SIGNATURE REQUIRED

VENDOR NAME		MissouriBUYS SYSTEM ID (SEE VENDOR PROFILE - MAIN INFORMATION SCREEN)	
Catholic Charities of Southern Missouri, Inc.		MB00094272	
MAILING ADDRESS			
424 E Monastery St			
CITY, STATE, ZIP CODE			
Springfield, MO 65807			
CONTACT PERSON		EMAIL ADDRESS	
Maura Taylor		mtaylor@ccsomo.org	
PHONE NUMBER		FAX NUMBER	
417-720-4213		417-720-4216	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)			
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE		DATE	
		8/8/17	
PRINTED NAME		TITLE	
Maura Taylor		Executive Director	

AMENDMENT #002 TO CONTRACT CS1700420002**CONTRACT TITLE:** Alternatives to Abortion Program Services**CONTRACT PERIOD:** July 1, 2017 through June 30, 2018

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Division of Finance and Administrative Services
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Post Office Box 1082
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Therefore, the all references to the state agency shall be hereby deemed to mean the Missouri Department of Social Services.

Consequently, Attachment 3 has been revised to refer to the Department of Social Services in lieu of the Office of Administration. All references to Attachment 3 shall be hereby deemed to mean the attached Attachment 3 referencing the Department of Social Services.

The General Assembly has made available additional funds for Alternatives to Abortion Program services. Therefore, pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, the above-referenced contract shall be renewed for up to the maximum annual total price specified below. The contractor shall indicated in the table below the maximum annual total price for the provision of the Alternatives to Abortion Program services. In no event shall the contractor quote a price to exceed the maximum price identified in italics below. The Non-Residential Services, price per client, per month and the Residential Care Services, price per client, per month shall remain the same.

Geographic Region 7	\$ <u>\$253,019.59</u> maximum annual total price (<i>\$253,019.59</i>)
Geographic Region 8	\$ <u>\$56,076.63</u> maximum annual total price (<i>\$56,076.63</i>)
Geographic Region 9	\$ <u>\$129,089.16</u> maximum annual total price (<i>\$129,089.16</i>)

The contractor must provide a budget/price analysis of the maximum annual total price and a budget narrative.

Attachment 5, attached hereto, has been revised to reflect the new contract period.

The contractor shall sign and return this document, along with completed pricing, budget/price analysis, and budget narrative, on or before the date indicated.

NOTE: The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

**Catholic Charities of Southern Missouri
Alternatives to Abortion Program Services
Proposed Budget FY 18
Region 7**

Maximum Annual Total Price 253,019.59

Indirect Admin Costs 10% 25,301.96

Direct Admin Costs

Program Salaries 140,494.33

Employee Benefits 42,148.30

Employee Travel

Employee Training

Office Rent/Space 30,000.00

Office Utilities 9,400.00

Facility Insurance 1,025.00

Office Supplies

Office Communications

Office Repairs

Total Direct 223,067.63

Participant Services

Transportation

Job Training

Tuition Assistance

Contracted Residential Care

Utility Assistance

Emergency Shelter

Housing Assistance

Residential Care 4,650.00

Total Participant 4,650.00

Total 253,019.59

ALTERNATIVES TO ABORTION PROGRAM SERVICES
JULY 1, 2017 THROUGH JUNE 30, 2018
BUDGET NARRATIVE
REGION 7

Overview

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 7 in the State of Missouri. Personnel assigned will consist of the LifeHouse Maternity Crisis Home staff located in Springfield, MO. This budget encompasses staff providing 24-hour coverage to the residents of LifeHouse, occupancy costs and residential care needs. Non-residential services are also available to be provided.

The budget request is limited to an average of 6-7 residents based on a \$115.15 per day or \$42,030 on an annual basis even though the participants in the residential program exceeds that average.

DIRECT ADMINISTRATIVE COSTS

Program Salaries and Wages: \$140,494.33

This represents approximately 47% of the total annual salaries and wages necessary to maintain 24-hour coverage of the LifeHouse operation. Positions included in total salaries/benefits: the LifeHouse Program Director, case management staff, nurse, counselor, live-in housemother, administrative assistant and PRN staff.

Fringe Benefits: \$42,148.30

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for salaries/benefits.

Office/rent space: \$30,000

LifeHouse offices and dormitory space is 60% of the square footage of the campus at 424 E Monastery in Springfield, which equates to \$2,500 per month.

Office utilities: \$9,400

Utilities for the 424 E Monastery campus are allocated based on square footage also, which is estimated low for the year.

Facility insurance: \$1,025

This is based on the property valuation of LifeHouse to the value of total property insured on an annual basis.

PARTICIPANT SERVICES

Residential care: \$4,650

LifeHouse receives other grants that reimburse generally for food, medical and other needs of the participants. The amount charged to the A2A program is for the estimated unfunded food and supplies for the year.

**Catholic Charities of Southern Missouri
Alternatives to Abortion Program Services
Proposed Budget FY 18
Region 8**

Maximum Annual Total Price 56,076.63

Indirect Admin Costs 10% 4,588.79

Direct Admin Costs

Program Salaries 19,921.11

Employee Benefits 9,141.74

Employee Travel 3,300.00

Employee Training

Office Rent/Space 1,800.00

Office Utilities 640.00

Facility Insurance 35.00

Office Supplies 150.00

Office Communications 1,300.00

Office Repairs

WKO 9,600.00

Total Direct 45,887.85

Participant Services

Transportation

Job Training

Tuition Assistance

Contracted Residential Care

Utility Assistance 300.00

Emergency Shelter 1,149.99

Housing Assistance 4,000.00

Other 150.00

Total Participant 5,599.99

Total 56,076.63

ALTERNATIVES TO ABORTION PROGRAM SERVICES
JULY 1, 2017 THROUGH JUNE 30, 2018
BUDGET NARRATIVE
REGION 8

Overview

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 8 in the State of Missouri. Personnel assigned will consist of staff assigned to the Van Buren office and for supervisory staff of that office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications and participant needs.

Staff allocation and direct assistance needs have been limited due to the reduced funding received for FY 18.

DIRECT ADMINISTRATIVE COSTS

Program Salaries and Wages: \$19,921.11

This is to fund a limited allocation for case management, administrative assistance and supervision of the program. Due to decreased funding for Region 8, the staff assigned to this region is in need of funding from other sources in order to assist with salaries and benefits while still providing the services under the A2A program.

Fringe Benefits: \$9,141.74

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

Employee Travel: \$3,300

This is for monthly mileage incurred by case management to serve participants in the rural spread out area of Region 8 and for travel for supervisory staff to the Van Buren office and to Springfield for A2A meetings.

Office Rent/Space: \$1,800

This represents 30% of annual rent paid for the Van Buren office.

Office Utilities: \$640

This represents 30% of estimated annual utilities for the Van Buren office.

Facility Insurance: \$35

This is based on the property valuation of the Van Buren office to the value of total property insured on an annual basis.

Office Supplies: \$150

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

Office Communications: \$1,300

This includes monthly cell phone service, office landline/internet and computer management based on staff percentages.

Whole Kids Outreach: \$9,600

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 8. This helps to further the outreach of the program.

PARTICIPANT SERVICES

Utility Assistance: \$300

Emergency Assistance: \$1,149.99

Housing Assistance: \$4,000

Other Assistance: \$150

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency assistance and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.

**Catholic Charities of Southern Missouri
Alternatives to Abortion Program Services
Proposed Budget FY 18
Region 9**

Maximum Annual Total Price	129,089.16
<u>Indirect Admin Costs 10%</u>	9,477.20
<u>Direct Admin Costs</u>	
Program Salaries	51,585.49
Employee Benefits	20,251.47
Employee Travel	7,200.00
Employee Training	
Office Rent/Space	1,245.00
Office Utilities	1,190.00
Facility Insurance	125.00
Office Supplies	230.00
Office Communications	1,920.00
Office Repairs	
Meeting/outreach	150.00
Curriculum	2,875.00
WKO	8,000.00
Total Direct	<u>94,771.96</u>
<u>Participant Services</u>	
Transportation	
Job Training	
Tuition Assistance	
Contracted Residential Care	
Utility Assistance	2,350.00
Emergency Shelter	3,000.00
Housing Assistance	17,000.00
Other	2,490.00
Total Participant	<u>24,840.00</u>
Total	<u><u>129,089.16</u></u>

ALTERNATIVES TO ABORTION PROGRAM SERVICES
JULY 1, 2017 THROUGH JUNE 30, 2018
BUDGET NARRATIVE
REGION 9

Overview

The following is an explanation of the budget requested by Catholic Charities of Southern Missouri (CCSOMO) that will be utilized solely in the provision of services under the A2A program in Region 9 in the State of Missouri. Personnel assigned will consist of staff assigned to the Sikeston and Cape Girardeau offices and for supervisory staff located in the Cape Girardeau office. This budget encompasses staff, staff travel, occupancy costs, supplies, communications, curriculum and participant needs.

DIRECT ADMINISTRATIVE COSTS

Program Salaries and Wages: \$51,585.49

This is to fund an allocation of case management staff, administrative assistance and for supervision of the program.

Fringe Benefits: \$20,251.47

This includes the employer-paid portion of FICA/medicare taxes, pension, health insurance premiums, state unemployment and worker's compensation. This is based on the same percentage as for staff salaries/benefits.

Employee Travel: \$7,200

This is for monthly mileage incurred by case management to serve participants in Region 9 and for travel for supervisory staff for outreach and to Springfield for A2A meetings.

Office Rent/Space: \$1,245

This represents 33% of annual association fees paid for the Cape Girardeau-Broadway office.

Office Utilities: \$1,190

This represents 33% of estimated annual utilities for the Cape Girardeau-Broadway office.

Facility Insurance: \$125

This is based on the property valuation of the Cape Girardeau-Broadway office to the value of total property insured on an annual basis.

Office Supplies: \$230

This is for estimated office needs for case management, i.e., folders, printing, envelopes, etc. and is limited.

Office Communications: \$1,920

This includes monthly cell phone service, office landline, office internet and computer management based on staff percentages.

Meeting/Outreach: \$150

This is for A2A presentations at meetings for representation of Region 9.

Curriculum: \$2,875

This is support and education materials for participants in the A2A program.

Whole Kids Outreach: \$8,000

CCSOMO contracts with Whole Kids Outreach to provide services to A2A participants in Region 9. This helps to further the outreach of the program.

PARTICIPANT SERVICES

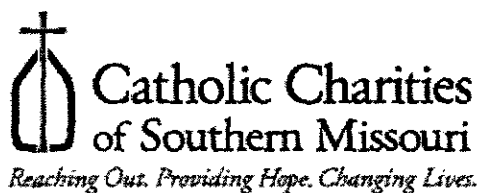
Utility Assistance: \$2,350

Emergency Shelter: \$3,000

Housing Assistance: \$17,000

Other Assistance: \$2,490

This is for program participant needs as allowed under the A2A contract, Section 2.3.2. Primarily needs are for utility assistance, emergency shelter and housing assistance but there will be general needs also. The budget is an estimate only for each category since it is difficult to budget needs for the upcoming 12 months.



Catholic Charities of Southern Missouri

www.ccsomo.org

Your generosity helps to bring hope to thousands of children, families and adults in southern Missouri.

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MEMORANDUM

Office of Administration
Division of Purchasing

TO: Laura Ortmeyer

FROM: Julie Kleffner 

DATE: July 19, 2017

RE: Renewal/Amendment to the Alternatives to Abortion Program Services Contracts

The Department of Social Services has requested the Alternatives to Abortion Program Services contracts, CS170042001 through CS170042009, be renewed with a funding increase pursuant to House Bill 11, section 11.120, lines 2 through 6. Pursuant to paragraph 2.12.3 b. of the RFP portion of the contract, funds may increase at the time of renewal if funds are appropriated by the General Assembly.

The contracts are also being amended as follows:

1. The administrative responsibilities of the Alternatives to Abortion Program transferred from the Office of Administration to the Department of Social Services.
2. As a result of the transfer of administrative responsibilities, Attachment 3 is being revised to reflect the correct state agency.
3. Attachment 5 is being revised to reflect the appropriate contract period.

Due to the legislature including a rate increase in the Fiscal Year Budget via House Bill 11 (see attached) and is allowed by paragraph 2.12.3 b. of the contract, I am processing the renewal to the contracts allowing a price increase.

Additionally, 1 CSR 40-1.050 (8) states, "*Contracts awarded as the result of a competitive solicitation may be amended when such an amendment is in the best interest of the state and does not significantly alter the original intent or scope of the contract.*"

Therefore, since the intent and scope of the contract are not altered, I am proceeding to amend the contract as requested.

Kleffner, Julie

From: Benne, Joy
Sent: Wednesday, July 19, 2017 3:42 PM
To: Morrison, Mary Ann; Kleffner, Julie
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal
Attachments: RE: A2A FY18 Funding

Please see the attached email from Laclede County Pregnancy Center stating they do not want the increased funding for FY18. Thanks

Joy E Benne, Fiscal Administrative Mgr.

Missouri Department of Social Services
Division of Finance & Administrative Services
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 3:39 PM
To: Kleffner, Julie
Cc: Benne, Joy
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In addition to response (2), Laclede County Pregnancy Support Center communicated with DSS they did not want the increased funding for FY18. Let me know if you need the documentation and I'll get it from the Program. Thanks.

Mary Ann Morrison, Procurement Officer II
DSS/DFAS
Phone: (573) 526-3433
Fax: (573) 526-4678
Email: maryann.morrison@dss.mo.gov

From: Morrison, Mary Ann
Sent: Wednesday, July 19, 2017 3:29 PM
To: Kleffner, Julie
Cc: Benne, Joy
Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

Thank you!

In response to (1), funding increase was based on HB 11, section 11.120 lines 2 through 6 minus 3% Governor's reserve on the general revenue portions (line 4) and per DSS upper management, line 6 funding amount was not included (if you need a copy of the HB, just let me know.

In response to (2), funding allocation approximate percentage was taken from section 3.3.2 of the RFP. This percentage was multiplied against the total funding allocation available for FY18 (HB11, section 11.120, lines 4 through 6) which gave the amount of funding for each of the 9 regions. Each region amount was based on # of awards made for each region as outlined in subsection of 3.3.2. Determination on who received the highest percentage is based on ranking from the evaluation process.

Please let me know if there is any additional information needed.

Mary Ann Morrison, Procurement Officer II

DSS/DFAS

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: maryann.morrison@dss.mo.gov

From: Kleffner, Julie

Sent: Wednesday, July 19, 2017 1:05 PM

To: Morrison, Mary Ann

Subject: RE: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

I will get something drafted for your review.

Please provide (1) an explanation (e-mail/memo) explaining why funds have increased and (2) an explanation how funding for each contractor was determined for inclusion in the contract file.

Thank you

From: Morrison, Mary Ann

Sent: Wednesday, July 19, 2017 12:50 PM

To: PURCHMAIL <purchmail@oa.mo.gov>; Ortmeyer, Laura <Laura.Ortmeyer@oa.mo.gov>; Kleffner, Julie <Julie.Kleffner@oa.mo.gov>

Subject: NR 886 DFA18000005-Alternatives to Abortion-FY18 Renewal

In reference to NR 886 DFA18000005, please renew Alternatives to Abortion contracts/ CS170042001-009. The attached backup documentation includes the amendment verbiage, updated attachments and FY18 budget amounts for each contract (column I).

Prior to sending out for signature, please provide a copy of the amendment for program review.

Please contact me with any questions.

Thank you.

Mary Ann Morrison, Procurement Officer II

Missouri Department of Social Services

Division of Finance & Administrative Services

615 Howerton Court

P.O. Box 1643

Jefferson City, MO 65102-1643

Phone: (573) 526-3433

Fax: (573) 526-4678

Email: maryann.morrison@dss.mo.gov

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Kleffner, Julie

From: Abigail Chisom <abigail@psclebanon.org>
Sent: Tuesday, July 18, 2017 12:23 PM
To: Benne, Joy
Subject: RE: A2A FY18 Funding

Hi Joy,

Since things have changed with the maternity home funding method we haven't used as much funding. I think we better stay with our original amount at this time so the money can be put to good use elsewhere.

Thank you,

Abigail Chisom
Assistant Director
Laclede County Pregnancy Support Center
417-532-8555

From: Benne, Joy [mailto:Joy.E.Benne@dss.mo.gov]
Sent: Tuesday, July 18, 2017 11:57 AM
To: 'Abigail Chisom'
Subject: A2A FY18 Funding

Abigail,

Question for Laclede County Pregnancy Support Center....For FY2018 the A2A program was given additional funding. Would Laclede County Pregnancy Support Center be able to spend the extra funding in FY2018 if awarded?

We are possibly looking at more than what was stated for maximum annual total price on the contract award page from OA. DSS wants to make sure everyone can use the extra funding without lapsing any.

Joy E Benne, Fiscal Administrative Mgr.

Missouri Department of Social Services
Division of Finance & Administrative Services
Broadway State Office Building
221 W. High St., Room 310
P.O. Box 1082
Jefferson City, MO 65102-1082
Phone: (573) 751-7027
Fax: 573-751-7598
Email: joy.e.benne@dss.mo.gov

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Revised 08/17/15

NR 886 DPA 18000005

1. Indicate Contract Amendment Type			
RENEWAL: <input checked="" type="checkbox"/> PERIOD OF <u>3</u> TOTAL			
<input type="checkbox"/> Renewal - % Increase <input type="checkbox"/> Cost Savings	Performance Security Deposit: \$ _____		
<input type="checkbox"/> Renewal - \$ Increase <input type="checkbox"/> Cost Savings	Surety Bond: \$ _____		
<input type="checkbox"/> Renewal - W/O Increase	Annual Wage Order Number: _____		
<input type="checkbox"/> SFS Renewal - Prices In Original Contract	Annual Wage Order Date: _____		
<input type="checkbox"/> SFS Renewal - Prices Not in Original Contract	County(ies): _____		
EXTENSION PERIOD:		Other Instructions: _____	
<input type="checkbox"/> Extension - 30-Day			
<input type="checkbox"/> Termination			
<input type="checkbox"/> Extension - \$ Increase <input type="checkbox"/> Cost Savings			
<input type="checkbox"/> Extension - W/O Increase			
<input type="checkbox"/> Assignment			
<input type="checkbox"/> Cancellation/Termination			
<input checked="" type="checkbox"/> Other Amendment			
2. Preliminary Tasks/Verifications			
A. Section 34.040.6, RSMo	Buyer/Section Support	<u>DT</u>	7-31-17
B. Purchasing Suspension List	Buyer/Section Support	<u>DT</u>	7-31-17
C. Federal Suspension - SAM.GOV	Buyer/Section Support	<u>DT</u>	7-31-17
D. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
E. Review of Participation Commitment Attainment - If app, Verify Receipt of 1 st Renewal - Blind/Shel Wkshp Affdvt	Buyer		
F. SFS Review/Justification - Insert Advertising Date, if applicable	Buyer		
3. Prepare Contract Amendment	Buyer/Section Support	<u>DT</u>	7-31-17
4. Review/Approve Contract Amendment (If Signature Required)	Buyer	<u>CK</u>	7-31-17
Initial Date	Supervisor	Section Manager <u>LO</u>	Asst Director
		<u>8/1/17</u>	Director
5. E-Mail/Fax Contract Amendment (If Signature Required)	Buyer/Section Support	<u>DT</u>	8-1-17
Contractor E-Mail Address/Fax Number	<u>mtaylor@csmo.org</u>		
State Agency Contact E-Mail Address	<u>Mindy Ann Morrison</u>		
Section 34.040.6, RSMo, Letter	Follow-Up Notes:		
6. Review Contract Amendment Response - Verifications			
A. Renewal/Extension Pricing	Buyer/Section Support		
B. Section 34.040.6, RSMo	Buyer/Section Support		
C. Performance Security Deposit/Surety Bond	Buyer/Section Support		
D. Renewal/Extension with Cost Savings Language	Buyer		
E. Statewide Notice	Buyer		
F. SFS Authorized Limit \$	Buyer		
G. Contract Assignment Only Verifications - Complete unless completed in Step 2 above.			
1. E-Verify Exhibit/Affidavit/Documentation	Buyer/Section Support		
2. Assignment and Consent Form	Buyer/Section Support		
3. Purchasing Suspension List	Buyer/Section Support		
4. Federal Suspension - SAM.GOV	Buyer/Section Support		
5. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
7. Prepare Contract Amendment Award Document/Statewide Notice	Buyer/Section Support	<u>DT</u>	8-22-17
8. Review/Approve Contract Amendment Award Document	Buyer	<u>CK</u>	8-22-17
Initial Date	Supervisor	Section Manager <u>LO</u>	Asst Director
		<u>8/22/17</u>	Director
9. Process Contract Amendment	Buyer/Section Support	<u>DT</u>	8-25-17
AM 300 PMM <u>00076392</u> <u>ma</u>	Buyer/Section Support	<u>DT</u>	8-25-17
Distribute E-Verify & SDV Documents	Buyer/Section Support		
E-Mail/Fax NOA to Contractor/Assignee & Agency Contact	Buyer/Section Support	<u>DT</u>	8-25-17
Copy/Save As Statewide Notice to Internet Folder	Buyer/Section Support		
10. Log Participation Commitment Information	Central Support-Participation		
11. Image Contract Amendment Packet	Central Support-Imaging	<u>DT</u>	9-13